

LAW DEPARTMENT

The primary function of the Law Department is to provide legal counsel and guidance to all parts of the City government including the Mayor, City Council, Managing Director, Auditor and all City Departments on matters involving all aspects of federal, state, and municipal law, in accordance with the Charter, City Administrative Code or action of the Administration and Council. It is also the Department's duty to represent the City in any legal actions initiated against it, to initiate legal action when necessary, to prepare and/or review contracts, leases, resolutions, ordinances, liens, and other legal instruments in order to safeguard the City's interests, and to attend and participate in Council Workshops, Council Meetings, arbitration and other hearings, pension meetings, and provide legal advice as required. A Legal Specialist, Administrative Aide/Paralegal and Confidential Secretary assist in research and preparation of reports and documents. (A part-time paralegal position hopefully will be approved in the 2007 budget process).

Under Pennsylvania law, independent counsel is required for three independent City boards. These are the Zoning Hearing Board, the Fire Civil Service Board and the Police Civil Service Board, which has also undertaken the duties of serving as the board for building inspectors.

A part of the role of the Solicitor's office is to manage and reduce the cost of outside legal services. While some outside legal counsel will remain necessary due to expertise, conflicts of interest, time constraints, etc., the intention of the Solicitor is to reduce the cost of outside counsel to the City as a whole. Much of this will not be reflected in the budget of the Law Department, but will become evident in the expenditures of other departments over the next year. There will still be outside counsel for labor and sewer matters, workers compensation and counsel required by the City's self-insurance agreements.

FY 2007 PROGRAM GOALS AND OBJECTIVES

GOAL 1: TO PROVIDE PROMPT, ACCURATE, AND EFFICIENT LEGAL ADVICE TO CITY GOVERNMENT.

Objective 1: To respond to all inquiries and request for opinions, etc. within one week of receipt. FY 2007

Objective 2: To provide accurate and useful answers to inquiries. FY 2007

**GOAL 2: TO MINIMIZE TO THE EXTENT POSSIBLE, REFERRAL TO
OUTSIDE COUNSEL WITHOUT COMPROMISING THE
EXPERTISE THAT MAY BE NECESSARY IN CERTAIN DISCRETE
INDIVIDUAL LEGAL MATTERS.**

Objective 1: To increase the workload handled by the solicitor's office over the next fiscal
year primarily in labor matters in an effort to reduce outside legal fees. FY
2007

| Expenditures | 2005 Actual | 2006 Budget | 2007 Budget |
|---------------------|--------------------|--------------------|--------------------|
| Personnel | 241,982 | 280,995 | 317,652 |
| Operating | 260,472 | 229,250 | 231,850 |